~ WELCOME ~

Annual Data Collection (ADC) Training
for
School Year 2009-2010

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Agenda

9:00-10:30	ADC Training Presentation
10:30-10:45	Break
10:45-11:45	ADC Data Entry
11:45-12:45	Lunch break
12:45-3:00	ADC Data Entry

Introductions

- Colleen Hamer
    OPI Accreditation Data Control Specialist
    (406) 444-2410   chamer@mt.gov

- Al McMilin
    OPI Accreditation Unit Manager
    (406) 444-4436   amcmilin@mt.gov

- Dale Kimmet
    OPI Special Education Compliance Specialist
    (406) 444-3128   dkimmet2@mt.gov

- Karen Crogan
    OPI Special Education Data and Accountability Specialist
    (406) 444-0685   kcrogan@mt.gov

ADC Packet

- Table of Contents (pink)
- Glossary of terms
- Staff Assignment Codes listing (green)
- ADC Overview
- Authorized Signatures and Checklist (blue)
- Preprinted Personnel forms (white/purple)
- Quality Educator Payment Summary (gold)
- Evaluation Form (gold)

Due Dates

To County Superintendent:

Tuesday 10/27/2009

To OPI Accreditation Division:

Tuesday 11/03/2009

Where to Get More Information

- OPI Website: http://www.opi.mt.gov
  - Go to Programs & Services of OPI
  - Select Annual Data Collection
    http://www.opi.mt.gov/adc/Index.html

- OPI Help Line - (406) 444-4050

- Tip of the Day

- OPI Knowledge Database (Get Answers)

Getting Started With Citrix

- Install Citrix client software
  - See User Manual
  - Update if not used since June
- Username and Password
  - Mailed to Authorized Rep in July 2009
  - Password policy

Password Policy

- Mailed to Authorized Reps July 1
- Changes every 60 days
- Add month delimiter to core password
  - 'SO' = September October
- Cannot be given out over phone or email
  - MUST be mailed
- Call OPI Security (406) 444-3448

User Level

- What level of user are you?

- Your user level determines which menu options you can see

Schools (SC)

District (LE)/ SE Coop

County (CO)

State (OPI)

User Level Cont'd
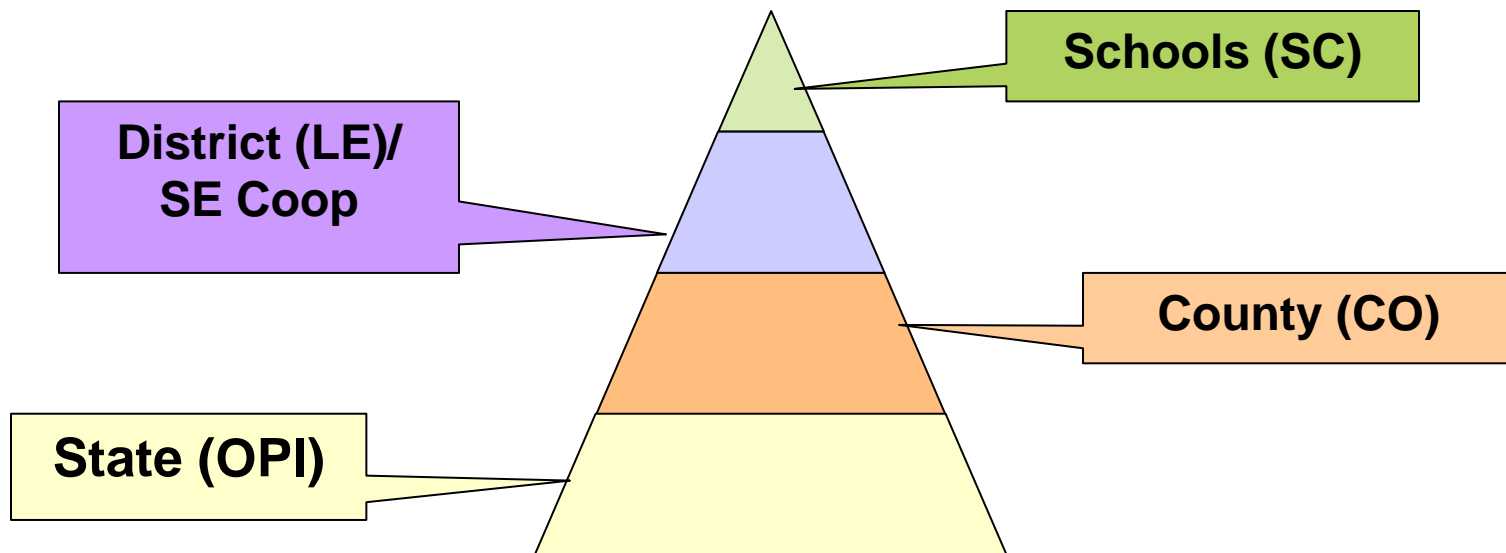
Click here to proceed

Select Your County, District, System, Coop or School

Step #1: Select a School or District Below.
Step #2: Click on the Get Started button to work with your selection -->
You can return to this screen at any time by pressing the Select button.

✓ Get Started

Working at the District Level with District Wide Data.

		Codes:
School Year:	2008-2009	
County:	Beaverhead	01
System or Coop:	Dillon Elementary	0199
Legal Entity:	Dillon Elem	0005
School:	All Schools	%

This screen shows you what selection options are currently set and are based on your user id. You can modify any of the white fields. Selections here will determine what forms and reports as well as data you can work with.

frmSetGlobalDefaults

Select school using dropdown

Navigation

Change Entity

Current User Level

Click to exit program

Annual Data Collection Main Menu

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)   **District Level**
All Schools (SC %)

Click to Select

Exit Program

READY FOR DATA ENTRY

Select a button on the left, then double click an option below

Data Entry

Reports

Select Task

Status

Select Screen

ENTERED BY EVERYONE
1 - Organization Setup
2 - Setup Periods/FTE Names
3 - Staff Assignments

ENTERED AT SCHOOL LEVEL
4 - Accreditation Data
5 - PIR Days and School Start and End Dates
6 - Alternative Education Programs
7 - Indian Education
8 - Technology Use Report

Setup and confirm general information for District or School.
Enter general units of time for schools.

frmSwitchBoard

Who Uses ADC Data?

- Accreditation

- Board of Public Education (BPE)

- Funding via School Finance
  - Quality Educator Payments

- Sharing within OPI

New for SY 2010

- School level
  - Highly Qualified teacher status
  - Dual Credit assignments
  - New Special Education job codes
  - New Paraprofessional job code
    (distance learning facilitator)

- District level
  - Revised Personnel Recruitment Report
  - Moved technology integration question to district level
  - Added Homeless Liaison

Main Menu - Data Entry

- Items on the ADC Main Menu are numbered in the order in which you <u>might</u> want to select them.

- Type your answers or select from the dropdown lists.

- Navigation between fields
  - 'Tab' or 'Enter' keys
  - Mouse

- **The 'Esc' key will undo your last change and return the page to its previous state.**

Organization Setup

Round the computed hours and enter here! You will **not** be able to submit with this blank.

At least 1080 Hours are Required

Automatically computed

Setup Organizations

2007-2008
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

District: Dillon Elem

Status of Processing for this Organization: Ready For Data Entry

Instructional Program Offered: Elementary Program (EL)

Enter this school's Aggregate Hours per year for meeting Accreditation Standards.
1080

Minutes per day of pupil instruction or administrative activity. Do not include passing time, unstructured recess, or lunch.

Full Days: 346   Partial Days: 180

Minutes per day of passing time.

Full Days: 29   Partial Days: 15

Days per year of pupil instruction.

Full Days: 170   Partial Days: 6

Calculated aggregate hours per year for meeting Accreditation Standards.   1082.00

Notes:

frmOrganizations

Set Up Period/FTE Names

- Data rolled forward from last year
- FTE is the core of all calculations
- Check for accuracy:
  - FTE units should add up to 1.0
  - Must reflect the current school day
- Cannot delete a Period/FTE if assigned to a current teacher record
- See the last page of Overview and the Personnel form in packet

Period Names/FTE Calculator

Naming wizard

FTE calculator

- Time units
  - Percentage
  - Period

Staff Assignments

Used for:

- Accreditation
- NCLB Core Academic Subjects for Highly Qualified Teachers
- FTE counts
  - State Legislature
  - Federal Reporting
- State Quality Educator Payment
- Special Education Reporting
- See handout "Annual Data Collection Staff Assignment Codes"

Staff Assignments Cont'd

- Data rolled forward from last year
- Remove assignments for staff no longer employed at your school or district
- Ensure all staff are assigned to appropriate assignment code with correct FTE units
- Report all staff by employer (school/district)
- Break staff out between special and general education assignment codes
- FTE Reports can help you review staff FTE when you are done (fix totals > 1.0!)

Assignment / FTE Note

Note: If you have a new staff member who taught at another Montana school last year, the FTE from his/her previous assignment will still be attached to that person's record until the previous school district goes into this program and deletes it. You may get a message box telling you the person is over 1.00 FTE and asking if you want to fix the problem. **As long as the person has 1.00 FTE or less at your school, you can ignore this warning.** The issue should be resolved when the data entry for the state is complete.

New Staff Assignment Collections

- Highly Qualified teacher assignments
    - Checkbox on Assignment by Person form
    - Displayed <u>only</u> for "core academic" subjects
    - Applicable for both regular and special ed
    - A check means the teacher is highly qualified based on license and endorsement or HOUSSE

- Dual Credit assignments
    - Checkbox on Assignment by Person form
    - A check means the course is taught for dual or concurrent credit

HOUSSE
(Highly Objective Uniform State Standard of Evaluation)

- For teachers with one or more years experience teaching a core academic subject

- Questionnaire sent last January; answers are to be kept on file at district

- Must be re-evaluated on a yearly basis

- Minimum 100 points required to meet MT definition of 'highly qualified' teacher

- http://opi.mt.gov/PUB/PDF/FEDPrgms/HQT/2008_09NCLB_HQT_Manual.pdf

Core Academic Subjects

- English
- Reading or Language Arts
- Mathematics
- Science
- Foreign Languages
- Civics and Government
- Economics
- Visual Arts
- History
- Geography

New Assignment Codes

- Special Education
  - Either sole provider of core academic instruction or teaching in collaboration
  - FTE determined by percent of time in assignment – **NOT** periods!
- Distance Learning Paraprofessional
  - No educator license required
  - DL provider must use certified teacher

New Special Education Assignment Codes Definitions

- Teachers
  - SE02 (not sole provider)
    - Used primarily in collaborative teaching where the core academic subjects are taught by a licensed and appropriately endorsed teacher and the SpEd teacher assists
  - SE04 (sole provider)
    - SpEd teacher provides core academic instruction in addition to special education role

New SpEd Assignment Codes Definitions Cont'd

- Interns
  - SE03 (not sole provider)
    - Teacher is enrolled in approved internship program; participates in collaborative teaching where core academic instruction is provided by licensed and appropriately endorsed teacher(s).
  - SE05 (sole provider)
    - Teacher is enrolled in approved internship program; provides instruction in core academic subjects in addition to special education role.

Other SpEd Assignment Codes

- Itinerants
  - SE06 (Itinerant Teacher)
  - SE07 (Itinerant Intern)

No change in use of these assignment codes
  - Not sole providers of core academic instruction

Assignment Summary

- Summary of all assignments
- Display depends on user level

Working with Assignments

- Assignment by Person – shows detail of selected assignment(s)
- Transfer Assignments – give a previous staff person's assignments to a new person
  - ❖**Once this process is complete, the original person is deleted**
- Add Person –first perform search to ensure no duplicates (last name, folio number*, SSN*, license number)   *most accurate
  - ❖**Save your work!!**
- Delete Person – No UNDO

Instructional Paraprofessionals

- "Highly Qualified" under NCLB applies to Title I paras and ALL paras at Title I school-wide schools
  - Funding tied to the following assignment codes
    - Title I => PP02
    - Special Education => SE25
    - General => PP01
- Update the Para qualifications in ADC for 2009 -10
  - Two or more years of higher education
  - Associate degree
  - Academic assessment
- NEW! – Distance Learning Facilitator (PP04)
  - Instructor must be licensed teacher
- Aide (para) is <u>mandatory</u> when class size exceed the standards – minimum of 1 ½ hours per day, per student overload up to six hours. An overload of 5 students per classroom is considered excessive. (ARM 10.55.712 (5) and (6))

Collection Checkboxes

- Click in the checkbox to indicate "Yes/True"
- Revealed only if appropriate to assignment

Alternative Education Assignments

Check here to indicate that the assignment is part of an alternative education program

Assignment by Person

s, Kathryn D   White, Non-Hispanic   Female

		School or District Name	Job Code		Description	FTE Unit	FTE	Grade Low	Grade High	Student Load
hool	0661	Helena High School	MH05	Math		P-1	0.143	9	12	12
hool	0661	Helena High School	MH05	Math		P-2	0.143	9	12	12
hool	0661	Helena High School	PT	Prep		P-3	0.143	9	12	0
hool	0661	Helena High School	MH05	Math		P-4	0.143	9	12	12
hool	0661	Helena High School	MH05	Math		P-5	0.143	9	12	12

Organization Name: Helena High School (School 0661)

FTE Unit: P-1 - 0.143 FTE   Click here to Setup Periods and Time Units

Job Code: MH05 - Math   **Report Teaching Assignments by Period**

Additional Job Description: Project for Alternative Learning

☑ This assignment is an Alternative Education assignment

Lowest Grade: 9   Issue with Assignment ☐
Highest Grade: 12   Issue Resolved ☐
Student Load: 12   Notes:

frmAssignmentPerson   Add Assignment Delete Assignment Update Person **Cancel** **Save Work**

Highly Qualified Teacher

Dual Enrollment Assignment

Allocation of Pre-K FTE

Licensed Professionals

- Report all staff employed or contracted to provide special education services

- Department of Labor Licensing Database
  - Check that correct license from the DOL licensing database has been entered for all Licensed Professionals (Update Person)
  - Defaults to Female and White; please change as needed

Quality Educator (QE) Payment

- QE payment based on MCA 20-9-327
- FY 2010: $3,042 per licensed educator or other professional (same as last year)
  - Based on FY 2009 ADC Staff Assignments
- QE payments paid by MAEFAIRS into District or Coop general fund
- License <u>must</u> be active and/or issued by 12/01/2009 (<u>no</u> grace period)
- Refer to Staff Assignment Codes list to determine which job codes are included in payment
- Verification
  - OPI Educator Licensure database
  - Montana Department of Labor and Industry, Business Standards Division professional license databases

QE Payment Report

- After completing updates to ADC staff assignments, please review the QE payment report called "ADC District FTE." Wait until the next morning -- it is updated nightly with the most recent assignments.

- **No corrections accepted after January 15, 2010**

Annual Data Collection Main Menu

👉 Click to Select

2009-2010
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)   **District Level**
All Schools (SC %)

READY FOR DATA ENTRY

Select a button on the left, then double click an op

Data Entry

Reports

ENTERED AT DISTRICT LEVEL
9 - District Personnel Recruitment
10 - Technology Integration Report
11 - Distance Learning Report
12 - Testing Coordinators
13 - Homeless Liaison
14 - Dual Enrollment Opportunities

LAST STEP TO FINISH
15 - Submit
16 - Quality Educator Payment Report

Click to get the QE Report for your district

Accreditation Data

- Certifies to Board of Public Education that schools are complying with applicable accreditation rules.

PIR Days and School Start and End Dates

- Certify number of PIR hours for funding purposes

- Inform OPI specialists what training is being conducted in schools

- Can be "promoted" to other schools in the district – but cannot cross districts

PIR Form

Alternative Education Programs

- Gathers information on types of alternative school programs for inclusion in the OPI central database

- Helps the OPI answer questions about alternative programs

Alternative Education Form

Indian Education

- Helps the OPI understand efforts to implement Indian Education for All law, assist in the staff development, and offer technical assistance where needed.

- Collect resources, professional development, and teacher/administrator knowledge

- Document uses of FY2009 Indian Education and American Indian Achievement Gap funding

Indian Education Form

Technology Survey: Computers and Connectivity

- Required by Federal Technology Grant
- Helps to target OPI resources for staff development and technical assistance
- **Important to ensure each computer is counted only once !**
- School level report
  - Curriculum integration question moved to district level (new!!)

Reporting Shared Computers

- If computers are used across grades or school districts…
  - Get a count of all the computers
  - Determine how many are used by students and how many by teachers (primary use)
- How to compute (pick one method)
  - Provide the actual count by school (sc)
  - Divide the total number in the district evenly by # of schools in the district
  - Use another method as determined locally

Computer Internet Access

- Review both student-used and teacher used computer numbers and then record number of computers having Internet access
  - Dial up
  - High speed (broadband)
  - No Internet access
- Building Internet connections (select one)
  - Wireless
  - Hardwired

Technology Survey Form

Technology Survey: Computers and Connectivity

2009-2010
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
Dillon Middle School (SC 0008)

Click to Select

Purpose: This annual report will provide the Office of Public Instruction with the necessary information for Federal reporting requirements and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Please provide accurate and unduplicated counts for the specific school you are reporting on. Duplicated counts may negatively impact technology funding or program eligibility.

Federal reporting requirements require that OPI report the number of computers per school. OPI recognizes that computers are used across grade levels and Districts. However, some determinations must be made by the district as to how to report the computers. Possible ways to determine how to report shared computers are:
1. (Preferred) - provide the actual count by school (sc). Or
2. Divide the total number of computers in the district evenly across the schools in that district. Or
3. Another method as determined locally.
**** Regardless of the method used, do not report any one computer more than once****

How many computers in your school are used primarily by Students:

How many computers in your school are used primarily by Teachers:

For each set of computers listed above (Student and Teacher), how many of them are connected to the Internet by the following Connection Types?

Student Computer Internet Access Type:

Teacher Computer Internet Access Type:

Dial Up Internet Access

Dial Up Internet Access

High Speed (Broadband) Internet Access

High Speed (Broadband) Internet Access

No Internet Access

No Internet Access

What is the primary (or only) way that computers inside the school building connect to the Internet?

District Level Reports

- Personnel Recruitment (Redesigned)
  - Used to set criteria for critical teacher shortage teacher loan forgiveness program
- Technology Integration Report (New)
- Distance Learning
  - List provider, subjects and # students if you receive instruction via DL
  - List districts/schools, subjects, and # students if you provide instruction via DL
- Testing Coordinators
- Homeless Liaison (New)
- Dual Enrollment Opportunities

Technology Integration

- Question moved to the District Level
- Answer either yes or no

Technology Survey: Technology Integration

2009-2010
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Click to Select

Purpose: This annual report will provide the Office of Public Instruction with the necessary information for Federal reporting requirements and assist the OPI in planning for future staff development and technical assistance delivery options across the state.

Has the district fully integrated technology into the district curriculum through implementing the Montana Technology Content and Performance Standards as of December 31, 2008?

Yes / No

Personnel Recruitment

- Completed at the District Level
- Used by the OPI, the University system and districts to understand, project and help alleviate staff shortages
- Used to set criteria for **critical teacher shortage teacher loan forgiveness program**

District Personnel Recruitment

Distance Learning Report

- Required by Administrative Rules
- All districts must complete
- Private and commercial providers are required to register with OPI through our web registration
- District providers must list schools/districts to whom they deliver classes

Distance Learning Form

Testing Coordinators

- Need to keep testing coordinator contact information up-to-date for Assessment

- Form is pre-filled with the most current data that OPI has

- Make any changes and click the check box to confirm you have reviewed the data

Test Coordinators Form

Test Coordinators

👉 Click to Select

2009-2010
Beaverhead (CO 01)
Dillon Elementary (SS 0199)
Dillon Elem (LE 0005)
All Schools (SC %)

Please enter the test coordinator for the district. This is the person responsible for the successful communication, coordination, and administration of statewide testing.

Enter the delivery (physical) address where you would like the system test coordinator to receive MontCAS materials. This form is pre-filled with information we currently have on file about your district testing coordinator. If the information is incorrect, make any necessary changes. When the information is correct and complete, check the box at the bottom indicating you have reviewed and confirmed the information.

First Name		E-mail
Last Name		Phone (406) 683-4311
Title		

Postal Name | Dillon Elementary

Delivery Address	225 East Reeder	Mailing Address	225 East Reeder
City	Dillon	City	Dillon
State	MT	State	MT
Zip	59725-	Zip	59725-

I have reviewed and confirmed or corrected this information ☐

Check Here

Homeless Liaisons (New!)

- Coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically..

- Form is pre-filled with the most current data

- Make any changes and click the check box to confirm you have reviewed the data

Homeless Liaison Form

Homeless Liaison

☞ Click to Select

2009-2010
Prairie (CO 40)
Terry K-12 Schools (SS 0818)
Terry K-12 Schools (LE 0726)
All Schools (SC %)

The District Homeless Liaison designated by the Authorized Representative should be an individual who is aware of his or her required duties, and is able to respond to questions or problems related to homeless students or their families regarding education issues.

This form is pre-filled with information we currently have on file about your homeless liaison. If the information is incorrect, please make any necessary changes. When the information is correct and complete, check the box at the bottom indicating that you have reviewed and confirmed the information provided.

If this information needs to be updated during the year, you must contact Clare Bridge at the OPI, (406) 444-0906.

First Name | | E-mail |
Last Name | | Phone | (406) 635-5533
Title | | Fax | (406) 635-5705

Address | 215 E Park
City | Terry
State | MT
Zip | 59349-

Check Here

I have reviewed and confirmed or corrected this information ☐

frmHomelessLiaison

Have you…???

- Reviewed all Special Ed teacher assignments and entered the correct job codes?

- Checked the Highly Qualified status for all teachers of core academic subjects (regular and special ed)?

- Checked the QE Payment Report and made any necessary changes?

- If you have answered "YES" to all these questions, you are ready to Submit!

QE Payment Report Revisited

- To view your report without going into the ADC
  - From the OPI home page, mouse over "Ed Data" and select "ADC District FTE" or
  - Use this link **http://data.opi.mt.gov/QualityEdFte/Default.aspx**
- **No corrections accepted after January 15, 2010**

Select your district

Click to get the district's QE Report

Submit

- Program will provide a pre-submittal report to let you know if your data is incomplete.

- **Once you submit, you will not be able to make changes. Contact next level in the hierarchy for changes.**

- Submit hierarchy:
  - Schools submit to Districts
  - Districts submit to Counties
  - Counties submit to OPI
  - Special Ed Coops submit to OPI

Submit Work Form

Required Corrections Report

**This report lists all data that are missing or require correction.
All changes must be made prior to submitting.**

Denise Juneau, Superintendent
Office of Public Instruction
Accreditation Division
PO Box 202501
Helena MT 59620-2501

**REQUIRED CORRECTIONS - ADC
APPLICATION 2009-2010 School Year**

Ravalli

Hamilton K-12 Schools

Hamilton K-12 Schools

Hamilton High School

Required Corrections

The following items must be complete before you can Submit your data to the OPI. Print this report and use it as a checklist for completing your data entry.

Preliminary Accreditation Report

<u>This report is the only notification you will receive regarding your preliminary accreditation status</u>.

- Report generated after a successful submit
- Based on submitted data
- Report used in OPI accreditation decisions
- Follow instructions for notifying OPI of changes or corrections
- **!!! Print a copy for your records !!!**

Processing Status   Who Can Modify?

- Ready for Data Entry   All

- Submitted to District   District, County

- Submitted to Co. Supt.   County

- Submitted to the OPI   OPI Staff

Summary: What YOU need to do

1) Complete all data entry items
2) Review your reports
3) Check the Quality Educator Payment report (wait 24 hours after staff assignments are entered).
4) Are corrections needed?
   - No – go to #5
   - Yes – go back to #3
5) Submit
6) Print and Review Preliminary Accreditation Report
7) Notify OPI of any corrections that still need to be made
8) Send Authorized Signatures Page, School Calendar, and Master Schedule to your next level (district/county/OPI)

Late or Incomplete Reports

- In accordance with accreditation guidelines (ARM 10.55.701), a district that has incomplete or missing reports will receive Advice accreditation status

Mailing the Report

- Send the following three things to your next level of responsibility (district/county/OPI):
  - Authorized Signatures and Checklist
    - Must be signed by the Administrator (principal or superintendent [district/county]) or Board Chair if no Superintendent or Principal
  - School Calendar
  - Master Schedule
- County Supts
  - Send all their districts' paperwork to OPI
  - Submit the county electronically
- Save a tree….please don't send copies of your reports to OPI !

Licensed Teachers

- It is the responsibility of the school district to ensure that all teachers are properly licensed and endorsed

- MCA 20-4-202 states that a teacher or specialist who has not registered their certificate with the county superintendent within 60 calendar days of the start of school shall not receive further compensation under his/her contract for employment.

- December 1 is a firm deadline for all licenses to be <u>issued</u> so start the process early

What happens with the data?

- Quality educator payment
- Accreditation status determination
- Federal reporting
  - highly qualified teachers
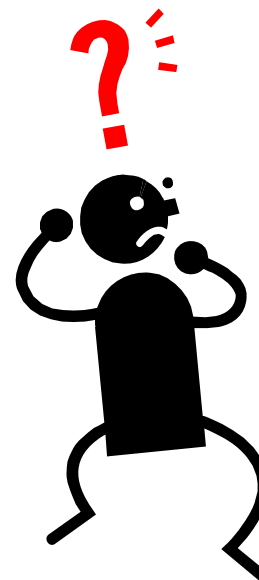- Special Ed reporting
- NCLB Report Card

Where to Get More Information

- OPI Website: http://www.opi.mt.gov

  - Go to Programs & Services of OPI

  - Select Annual Data Collection
    http://www.opi.mt.gov/adc/Index.html

- OPI Knowledge Database (Get Answers)

- OPI Help Line - (406) 444-4050

- Tip of the Day

QUESTIONS?

Thank You!